

## INCIDENTAL FEE GUIDELINES

*Related Policy - Fees for Award Programs and Courses Policy*

<u>Incidental fees and charges</u>	<b>Examples</b>
Goods or services not essential to the course.	<ul style="list-style-type: none"> <li>▪ access to internet and computer facilities, except where these are required as part of a course</li> <li>▪ printing of notes from the internet or disc</li> <li>▪ graduation ceremonies where students are not required to attend the ceremony to obtain their award</li> </ul>
Alternative forms of access to goods or services essential to the course, but is otherwise readily available at no additional cost by the provider.	<ul style="list-style-type: none"> <li>▪ lecture notes or recordings, provided that lectures are made readily available to students free of charge</li> <li>▪ electronic provision of essential information if the information is also made readily available free of charge in another form</li> <li>▪ reading material, such as anthologies of required readings, provided these texts are also made readily available free of charge</li> </ul>
Essential goods or services that students have the choice of acquiring from a supplier other than the provider and is for: equipment or items that become the student's physical property and not consumed in the course.	<ul style="list-style-type: none"> <li>▪ artwork supplies</li> <li>▪ fabric for sewing class</li> <li>▪ musical instruments</li> <li>▪ protective clothing or footwear</li> <li>▪ tool kits</li> <li>▪ stethoscopes</li> <li>▪ dance shoes</li> <li>▪ reference texts</li> <li>▪ badged clothing required for placements</li> </ul>
OR food, transport and accommodation costs associated with the provision of field trips that form part of the course	<ul style="list-style-type: none"> <li>▪ meals, snacks, beverages</li> <li>▪ bus tickets, airfares</li> <li>▪ hotels, camping</li> </ul>
Fines or penalties imposed principally as a disincentive and not to raise revenue or cover administrative costs.	<ul style="list-style-type: none"> <li>▪ fines or penalties for late enrolments, late variations to enrolments, late withdrawals from a course, and late payments of charges, student contribution amounts and tuition fees</li> <li>▪ review of grade if a student has already passed the subject, but is seeking to improve their grade</li> <li>▪ a bond for equipment that may be forfeited if the equipment is not returned or damaged</li> <li>▪ a charge for an assessment of prior learning in circumstances where a person has not applied for entry to the provider</li> </ul>